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Campus News July 1, 2005

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ANNOUNCING TRAINING TIPS

A message about training and life-long learning from
the Human Resources Department.



Enthusiasm is the best protection in any situation. Wholeheartedness is contagious. Give yourself, if you wish to get others.

-- David Seabury

Academic News and Events

**The Psychology Department
of La Salle University**

announces that

Brian Vincent Gallagher

will defend his doctoral dissertation

**An Examination of the Relationship Between Early Maladaptive schemas, Coping,
and Emotional Response to Athletic Injury**

The La Salle University community is invited
to attend and listen to the presentation.

**Thursday, July 7, 2005
College Hall 404
10:00-11:00**

**The Psychology Department
of La Salle University**

announces that

Francis A. Ronkowski

will defend his doctoral dissertation

**Do Batters' Perceptions
of Procedural Justice
Predict Readiness to Change**

The La Salle University community is invited
to attend and listen to the presentation.

**Thursday, July 14, 2005
Room 232, Holroyd Hall
10:00-11:00**

DSA



DIVISION OF STUDENT AFFAIRS

June 29, 2005

To: Campus Community

From: Sean P. Killion
Associate Director, Administrative ServicesRe: **Procedures for Early Arrival Requests****WHAT**

In an effort to organize requests submitted by students, faculty, and staff, the *Procedures for Early Arrival Requests* have been developed to ensure the University Community is aware of what students have a need to be on campus prior to Opening Day scheduled for August 25, 2005. *Permission for early arrival will be at the discretion of the Division of Student Affairs.*

WHO

Students who have a need to be on campus prior to Opening Day may include those 1) participating in athletic training, 2) involved in student organizational activities, 3) arriving early due to international flights, 4) involved in Day ONE, or 5) working for a University office. Please see page 2 for *Special Requirements for Student Organizations*.

WHERE

The *Early Arrival Request Form* may be found on the Student Affairs Channel in mylasalle.

WHEN

Early Arrival Request Forms are due prior to August 1, 2005. Requests received after this deadline will not be approved.

Early arrival dates for those with approved requests are as follows:

- Saturday, August 13, 2005 (Student athletes)
- Wednesday, August 17, 2005 (Student athletes, student workers)
- Saturday, August 20, 2005 (AEP students, student leaders, student athletes)
- Tuesday, August 23, 2005 (Last Day One groups, international students)

HOW

Students as individuals may submit an Early Arrival Request Form, **OR** faculty and/or staff may submit the form on their students' behalf.

Individual Submission

Any resident student with a reason to arrive early, including those involved in campus organizations, will be required to complete the *Early Arrival Request Form*. This form may be found on the Student Affairs channel through mylasalle and must be submitted no later than August 1, 2005. Requests received after this deadline will not be approved.

Faculty/Staff Submission

1. Complete the *Early Arrival Request Form* on behalf of your student(s) or student group(s). This form may be used to submit one name or multiple names comprising a group, **OR**
2. Submit a list prepared in Microsoft Excel with 1) the name(s) and I.D. number(s) of the student(s) and 2) the early arrival date being requested. Email this list to Karen Kostelny, the Housing Services Associate, at kostelny@lasalle.edu prior to the deadline date of August 1, 2005.

The Unit staff member within Student Affairs who normally works with International and Day One students should submit their Early Arrival Requests by the deadline date of August 1, 2005. Use the Student Organizations classification for these groups.

DSA



DIVISION OF STUDENT AFFAIRS

Special Requirements for Student Organizations

In addition to the basic requirements for Early Arrival Approvals, student organizations will need to provide details about the activities their groups will be engaged in during their time on campus. The Dean of the Division of Student Affairs has requested groups to supply:

- A **detailed schedule** of their training/activities for the entire time they are back early (Sunday, August 21 - Friday, August 26, 2005)
- **List of reasons** why the student organization wishes to return early
- Included in the **organization's schedule** should be the following events:
 - Sunday, August 21 - ½ day leadership program facilitated by Community Development
 - Wednesday, August 24 - (afternoon/evening) DSA Kick-Off Celebration with other student leaders (Picnic near St. Edward and St. Francis)
 - Thursday, August 25 - Assist DSA with New Student Move-In from 8:00 a.m. – 1:00 p.m.
 - Friday, August 26 – Saturday, August, 27 - DSA might have a need for student volunteers; groups should keep this open and remain flexible. A sign-up list will be available for groups during the Early Arrival Move-In with slotted times and shifts for these opportunities.
- Have group advisor approval/involvement for the training the group does that week.

For room reservations and audio/visual needs please submit requests through the Union Services Director, Sam Spoto, at (215) 951-1370.

All requests for Early Arrivals for fall 2005 will be due no later than August 1, 2005. Students who wish to be considered for early arrivals after the deadline date will be subject to a late fee of \$50.00 that will be assessed to the student account or department account.

All groups must provide the details requested in order to be approved for staying on campus.

Thanks in advance for your cooperation and good luck with the beginning of your semester!

Employment

*La Salle University is a Roman Catholic University in the tradition of the De La Salle Christian Brothers.
La Salle University is an Equal Opportunity/Affirmative Action Employer 215-951-1013*

Admissions Counselor/Assistant Director for Adult Enrollment

La Salle University seeks an Admissions Counselor/Assistant Director for Adult Enrollment, focusing on programs offered by the School of Nursing. Responsibilities include interviewing potential students, providing initial admissions and financial aid counseling and substantial local off-campus recruiting. The successful candidate should be customer service oriented and have strong communication and organizational skills. A BS in nursing is preferred, but not required. A car and valid driver's license are also required. This position requires evening and weekend work and would be ideal for someone looking for an entry level counseling position or with 3 to 5 years of administrative experience.

Please send resume, cover letter and salary requirements by July 15 to:

Paul Reilly

LaSalle University
1900 W. Olney Avenue
Phila. PA 19141.

Fax: 215-951-1462 or
email reilly@lasalle.edu

The Campus News

Procedures for Submitting Items for Inclusion in the Campus News

All information must be submitted electronically as text by selecting a web form located in the **Campus News channel** in the mylasalle portal (located in the **Staff Services Tab**).

- Accompanying graphics may be submitted separately in the following manner:
 - via e-mail to the **campusnews@lasalle.edu**. The article title must be included in the subject line of the e-mail.
 - via floppy disk or CD
 - will be limited to one per article, unless a specific need for additional graphics is articulated. (EX: If La Salle and another organization partner for an event, the logos of both La Salle and the partnering organization would certainly be permissible.)
- PLEASE NOTE THE FOLLOWING: Graphics submitted may be resized to fit the document layout. Logos, signatures, and other graphics that are likely to be used frequently can be kept on file for future use. Please add a comment to this effect when you submit your graphic.

If you have any questions or need assistance...

We realize that the community is being asked to work a bit differently in terms of submitting articles to be included in the Campus News.

By supplying standard web forms for your use, we are attempting to create efficient processes that will make it easier for you to submit articles. For example, employment postings will be automatically routed to the appropriate individuals in Human Resources for review prior to being sent to the Campus News.

If you need assistance with submissions, please contact Jim Sell at 215-991-3615 or jsell@lasalle.edu

Sam Pino at pino@lasalle.edu (X1039)
Mail and Duplicating

Jim Sell at jsell@lasalle.edu (X3615)
Portal Communications

Deadlines for Submission/Campus News Disclaimer

- General News, Meeting Minutes, Events, and Other News: **Wednesday at 4:00 PM**
 - **NEW!** Positions of Employment at La Salle University: **Monday at 2:00 PM**
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Campus News is distributed weekly to foster communication and encourage information sharing among University departments. Articles submitted are the responsibility of their authors alone and do not imply an opinion on the part of La Salle University or the Department of Mail and Duplicating Services or Portal Communications.